Step by Step Instruction:
How to Submit Site and Sponsor Applications in CNP Web

Professional Standards Learning Code 3310
Length: 30 minutes

A r i z o n a
Department of Education

Objectives

This training will:

- Explain how CNP Web works;

- How to log into CNP Web to access the Site and Sponsor applications;

- Provide instructions on how to submit your organization's Site and Sponsor applications in CNP Web; and,

- Review "Checklist Items".

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

- Be sure to review these quiz questions and the answers, available within the guide.

- This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue like you see on this slide.
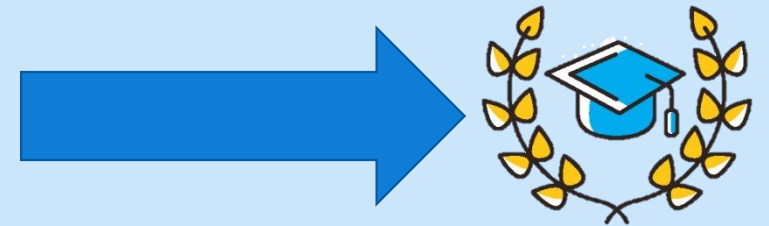
How to Submit Site and Sponsor Applications in CNPWeb

The Step by Step Instruction will review:

Introduction	Slides 5-12
How CNPWeb works	Slides 13-17
Logging into CNPWeb	Slides 18-24
Submitting Site and Sponsor Applications	Slides 25-38
Checklist Items	Slide 39-42

Introduction

- Annually, Local Education Agencies (LEAs) must communicate with the Arizona Department of Education (ADE) if they wish to participate in the National School Lunch Program (NSLP), After School Care Snack Program (ASCSP), School Breakfast Program (SBP) and/or Special Milk Program (SMP).

- Starting June 1 of a given program year, an electronic application will be available for LEAs to submit for each site that will be participating in the upcoming program year.

- LEAs must complete these applications online in CNP Web accessed when logging into Common Logon.

Introduction

What is Common Logon?

- Common Logon is an online portal that houses web access to different reports and program applications for all ADE divisions. Throughout the program year, ADE will require LEAs to submit reports using this secure online portal.

Common Logon Application Menu: List of all ADE web applications. Each web application is permissions to a different report and/or database.

Introduction

How do I gain access to Common Logon and the different web applications?

- Each LEA has Authorized Representative(s) that are listed on the ADE Food Program Permanent Service Agreement. These representatives have the ability to grant employees of their organization access to web applications in Common Logon.

- Representatives must complete and sign the [Common Logon Permissions for NSLP](#). The user will be granted a username and password and will have web access to different reports and applications as allowed by the LEA.

Introduction

What is CNP Web?

- CNP Web is the web application that allows LEAs operating NSLP to submit their annual Site and Sponsor applications and submit claims for reimbursement.

Introduction

What are annual Site and Sponsor applications?

- In Arizona, locations where program meals are served are referred to as *sites*. Sites must have a shared governing body that has the legal authority to operate the School Nutrition Programs, referred to as a School Food Authority or *Sponsor*. The Sponsor assumes responsibility for the sites.

- Annually, LEAs submit *Site applications* for each site participating in NSLP as well as the sponsoring organization's application, referred to as the *Sponsor application*.

Introduction

Why do I need to submit Site and Sponsor applications?

- In Arizona, for all site applications that have been approved by ADE, an electronic site-based claim will be available for the LEA to enter the total reimbursable meal counts (total free, reduced and paid) for each operating month.

*If the LEA does not have Site and Sponsor applications approved in CNP Web for the program year, the LEA will not be able to submit a claim for reimbursement.
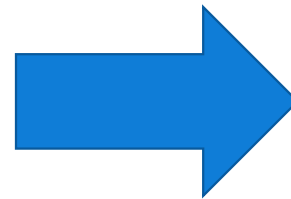
The following section will review how this works in CNP Web.

Comprehension Check

What form must you submit and send to ADE in order to have access to Common Logon?

A. Add/Change Delete Form

B. Request New User Form

C. Common Logon Permissions Form for NSLP

Comprehension Check

What form must you submit and send to ADE in order to have access to Common Logon?

A. Add/Change Delete Form

B. Request New User Form

C. **Common Logon Permissions Form for NSLP**
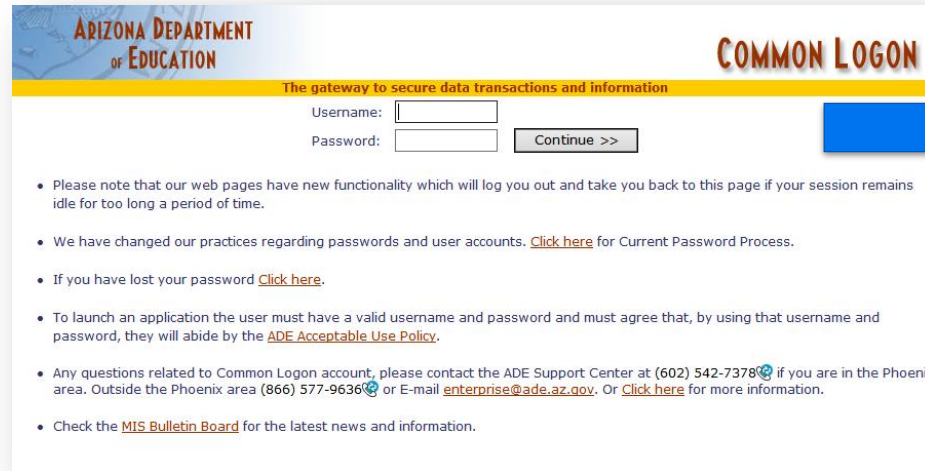
Authorized signers may complete the form Common Logon Permissions Form for NSLP and fax/email it to ADESchoolNutrition@azed.gov.

How CNP Web Works

How CNP Web Works

- At the end of each program year, ADE prepares the CNP Web system for the upcoming program year.

- Starting June 1st, the Common Logon system is ready to accept applications to participate in the NSLP in the upcoming school year.

How CNP Web Works

1. Users will log into CNP Web and submit their Site(s) and Sponsor applications. The CNP Web system produces a checklist of paper documentation that Sponsors need to provide to ADE. *(Please note: not all Sponsors will have checklist items)*

2. If applicable, Sponsors review the checklist to see if any new hardcopy documents need to be submitted to ADE for the upcoming school year.

3. ADE processes the online applications. Once all applications have been approved, the Sponsor has been approved for participation in the NSLP and other Child Nutrition Programs in the upcoming program year.

4. During the school year, the approved Sponsor uses the CNP Web system to enter reimbursement claims for meals served within the NSLP and other Child Nutrition Programs. Each month ADE processes reimbursement claims for all sites.

Comprehension Check

True or False:

In order to submit a claim, you must have an approved Site and Sponsor application.

A. True

B. False

Comprehension Check

True or False:

In order to submit a claim for reimbursement, you must have an approved Site and Sponsor application.

A. **True**

B. False

In Arizona, claims are only generated for approved Site and Sponsor applications.

Hint: Look over here during the next section to see what step you are on.

Logging into CNP Web

Log into CNP Web

1. **Go to ADE Health and Nutrition webpage**
2. Click on Common Logon
3. Enter your username and password
4. Click on NSLP
5. Click on CNP Web

1. Go to the ADE Health and Nutrition Webpage:
http://www.azed.gov/health-nutrition/

Log into CNP Web

1. Go to ADE Health and Nutrition webpage
2. **Click on Common Logon**
3. Enter your username and password
4. Click on CNP Web
5. Click on NSLP

2. Click on COMMON LOGON .
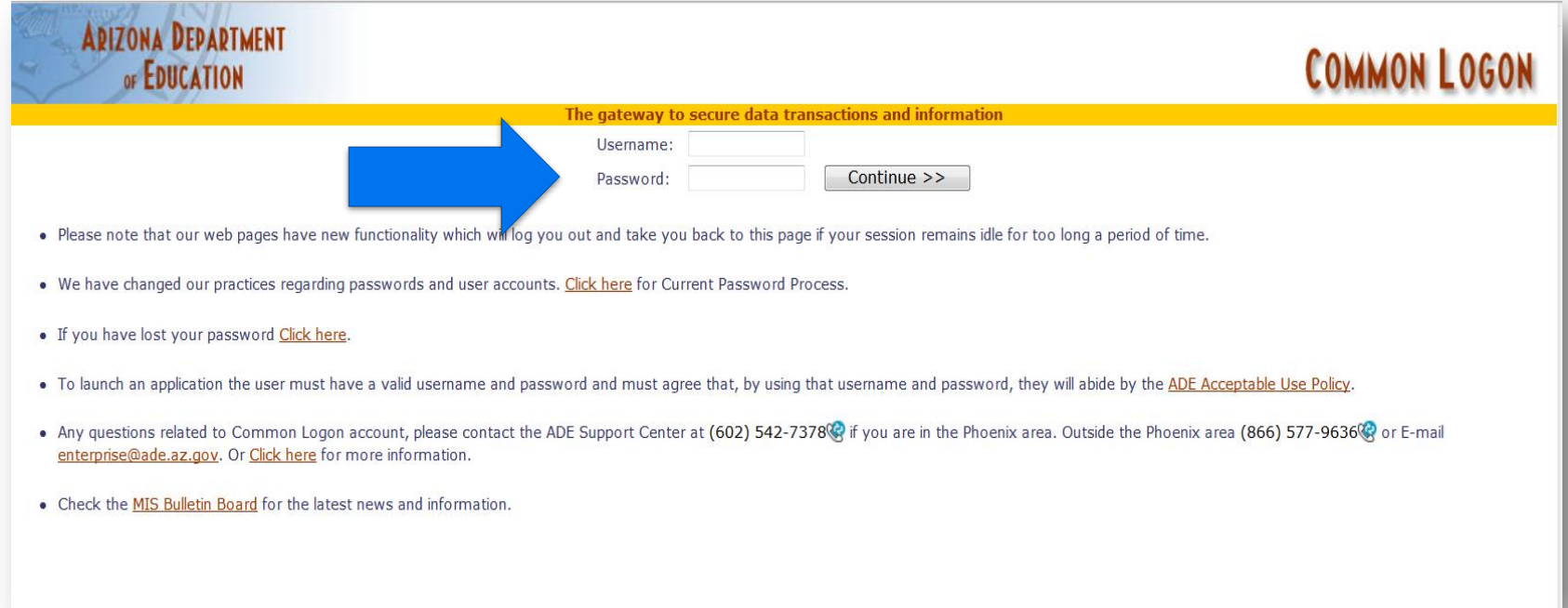
(Hint: located on the upper right corner of the webpage.)

Log into CNP Web

1. Go to ADE Health and Nutrition webpage
2. Click on Common Logon
3. **Enter your username and password**
4. Click on CNP Web
5. Click on NSLP

3. Enter your username and password.

STOP **You must have a user name and password in order to access Common Logon.**

Complete the Requesting Common Logon Permissions for NSLP, and send to ADE. You will receive a Common Logon username and password in 7-10 days

Log into CNP Web

1. Go to ADE Health and Nutrition webpage
2. Click on Common Logon
3. Enter your username and password
4. **Click on CNP Web**
5. Click on NSLP

4. Click on CNPWeb.
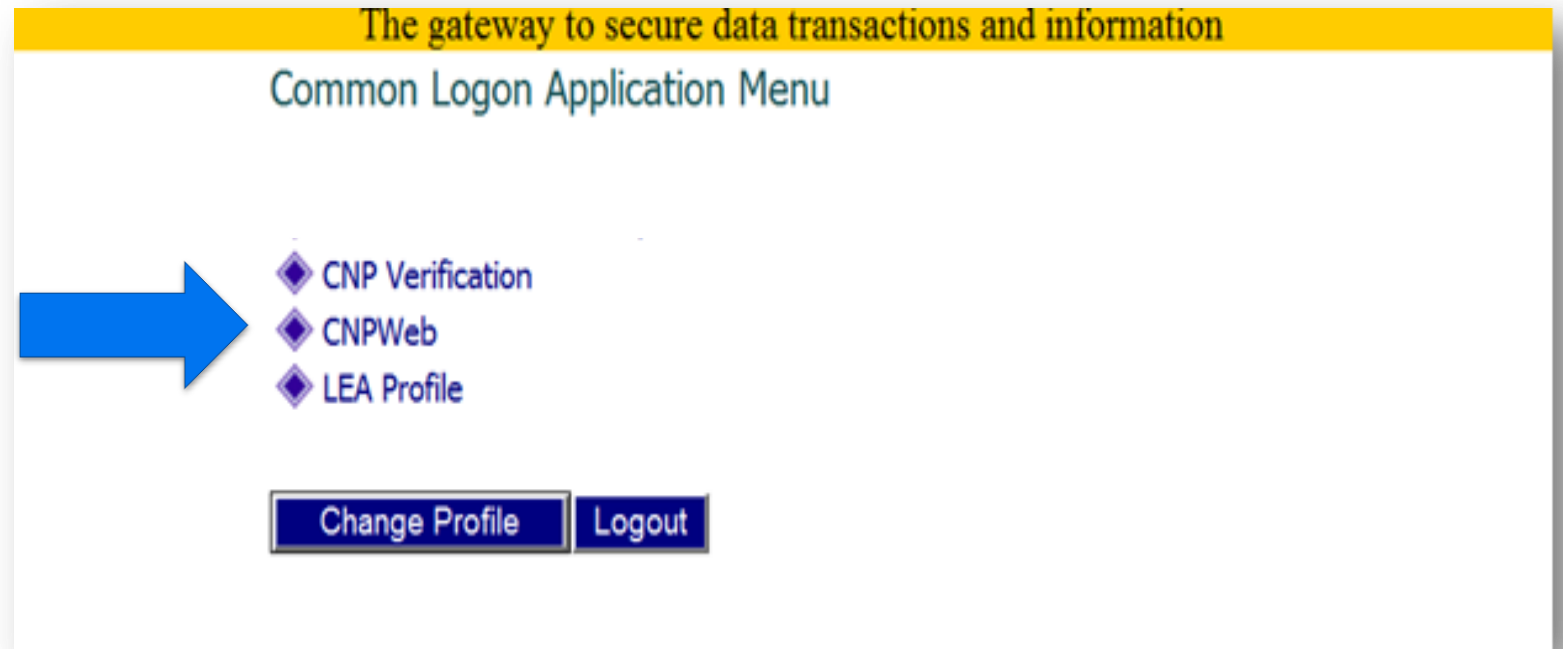
Log into CNP Web
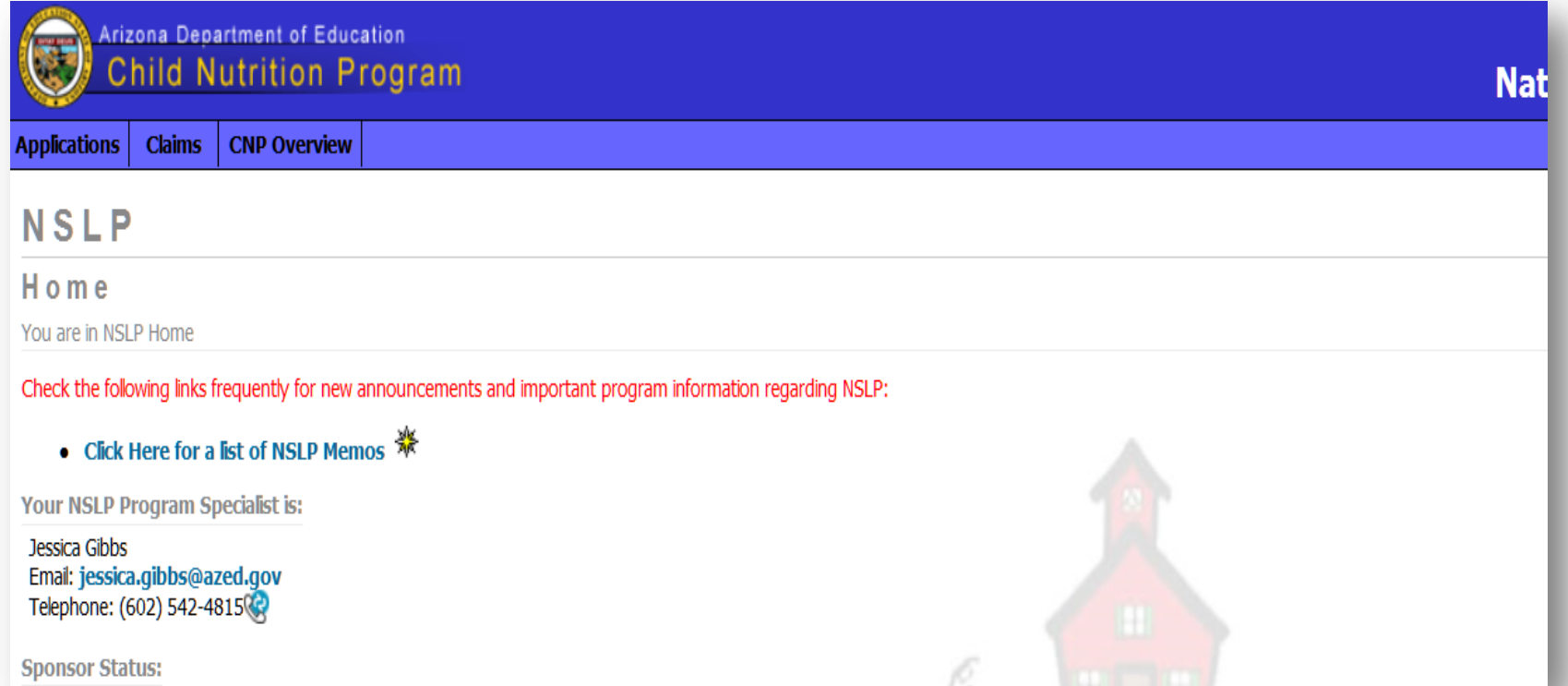
1. Go to ADE Health and Nutrition webpage
2. Click on Common Logon
3. Enter your username and password
4. Click on CNP Web
5. **Click on NSLP**

5. Click on .
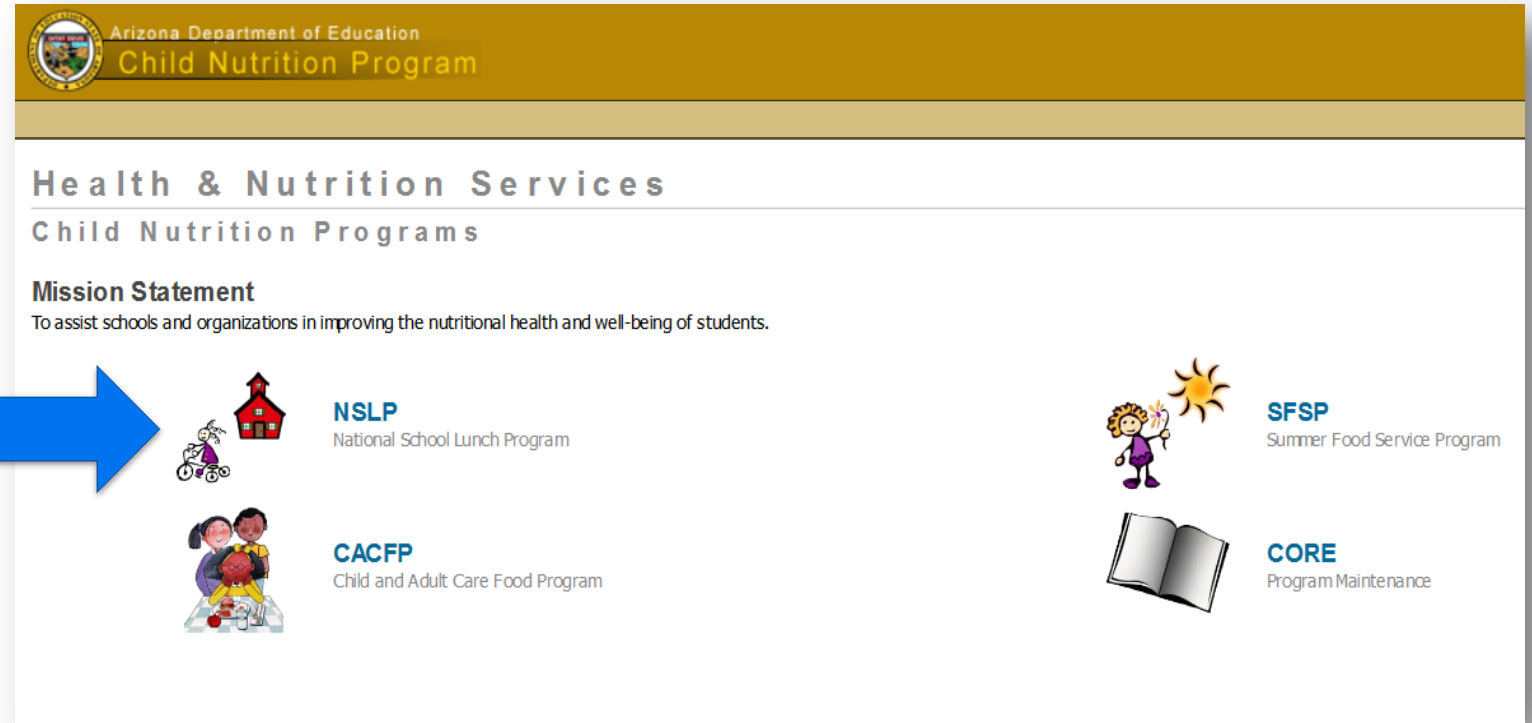
Success!

You have successfully logged into CNP Web.
A new webpage will load. It should look like this screen.

Hint: Look over here during the next section to see track of what step you are on.

Submitting Site and Sponsor Applications

Submitting Applications

1. **Click "Applications" on CNP Web Home Screen**
2. Select Program Year
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
7. Answer all fields and submit

1. On the CNP Web Home Screen, click on Applications .
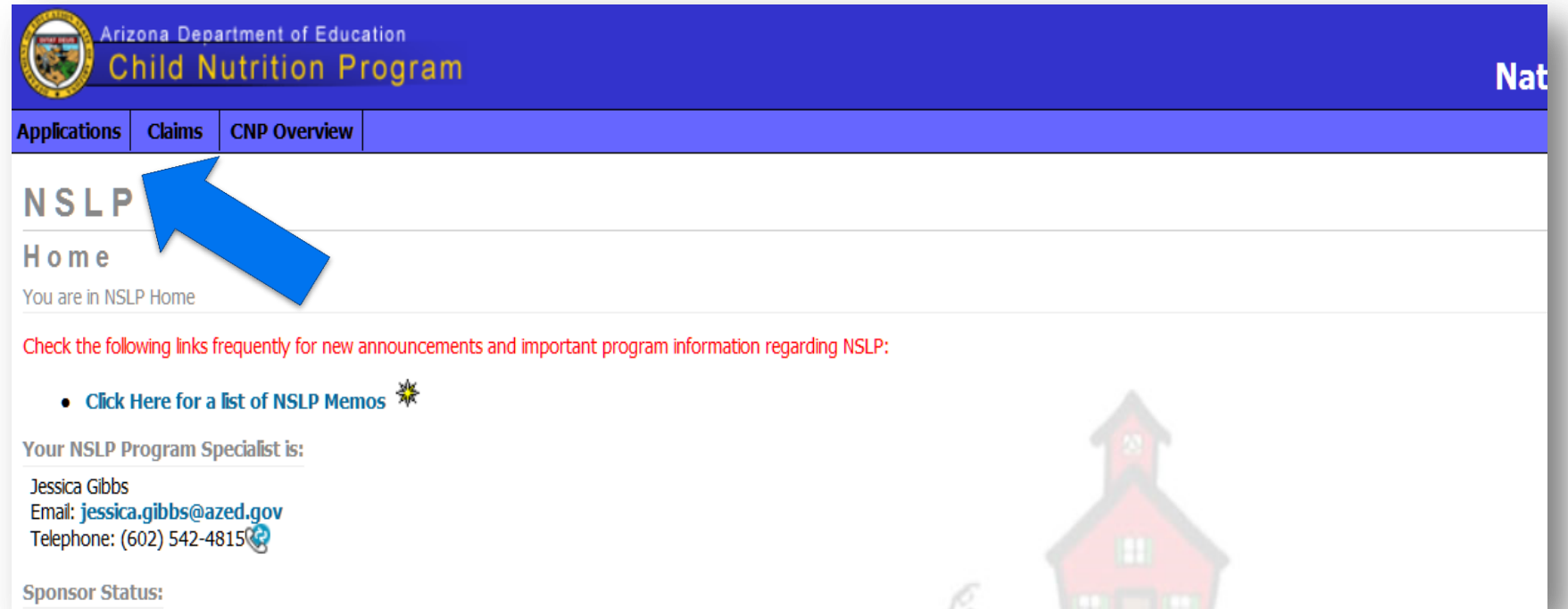
Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. **Select Program Year**
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
7. Answer all fields and submit

2. Use the drop down to select a program year. Then click Go .

ADE has entered your Sponsor entity and sites into the Application Index in Common Logon. When a user signs into Common Logon, the user will have the ability to see and search for their sponsor and sites that they have access to. (The sponsor and sites listed in the Application Index are dependent on security rights that have been created for your logon.)

You now should see your Sponsor Name, Sponsor Applications and Associated Sites.

What if I don't see my sites?

- Sometimes all the sites have been "collapsed" under the Sponsor. You must click [+] in order to show all the sites listed.

Hint!

Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. **Click "Create New Application" under the selected site**
4. Answer all fields and submit
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
7. Answer all fields and submit

3. Under the field Associated Sites, you will see a list of all your sites. Click Create New Application under the site name that wishes to participate.

St Johns Unified District (01-02-01)
  Sponsor Applications
    Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.
  Associated Sites (4)
    AOC-Apache County Juvenile Detention Center (21-10-11-001)
      Create New Application ⬅
    Coronado Elementary School (01-02-01-102)
      Create New Application
    St Johns High School (01-02-01-205)
      Create New Application
    St Johns Middle School (01-02-01-104)
      Create New Application

Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. Click "Create New Application" under the selected site
4. **Answer all fields and submit**
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
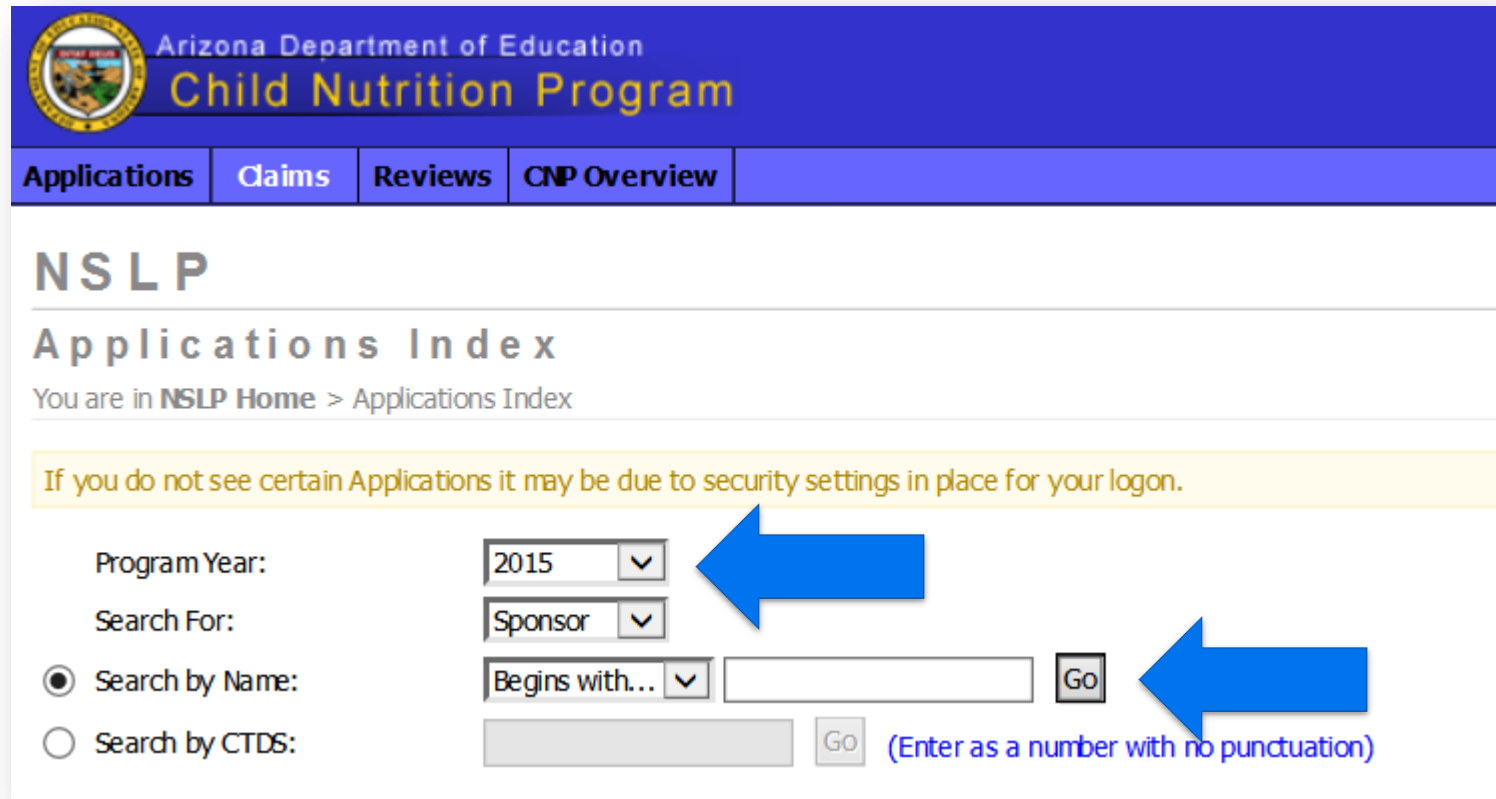7. Answer all fields and submit.

4. Type directly into all fields and click [Submit] .

Arizona Department of Education
Child Nutrition Program

NSLP SFSP ADE Home

National School Lunch Program - NSLP

Applications | Claims | CNP Overview | You are logged in as 17

Applications

Site Application

You are in NSLP Home > Applications Index > Site Application

Complete and Submit this form.
The ⬧ indicates boxes that must contain information before you click the Submit button. The * indicates Office Use Only.

AOC-Apache County Juvenile Detention Center (21-10-11-001)

1a. School Principal / Administrator Contact

First Name:	Brian
Last Name:	Hollembeak
Title:	Principal
E-Mail Address:	bholem@cd.k12.az.us
Phone:	928 - 337 - 4435 Ext. 1303
Fax:	- - Ext.

1b. Site Contact

First Name:	John
Last Name:	Hauser
Title:	Food Service Director
E-Mail Address:	
Phone:	
Fax:	

If the LEA operated in NSLP last program year, some of the fields will carryover that information. Please be sure all information entered is accurate for this program year.

When you get to the end of the application, you will have a series of options.

[Save] [Submit] [Delete] [Cancel]

- Click **Save** if you wish to save what has been updated and want to access it later.
- Click **Submit** if all fields have been updated and are ready for ADE to review.

Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. **Repeat for all sites**
6. Click "Create New Application" under the Sponsor
7. Answer all fields and submit

5. After clicking submit, the list of Sites will refresh. Click **Create New Application** to create another Site application. Repeat this for all sites wishing to participate.

St Johns Unified District (01-02-01)
  Sponsor Applications
    Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.
  Associated Sites (4)
  AOC-Apache County Juvenile Detention Center (21-10-11-001)
    Waiting for Sponsor Application
  Coronado Elementary School (01-02-01-102)
    Create New Application
  St Johns High School (01-02-01-205)
    Create New Application
  St Johns Middle School (01-02-01-104)
    Create New Application

Waiting for Sponsor Application

This means that a site application has been created and the user has pressed submit. Ensure all sites are in "Waiting for Sponsor Application" before creating the Sponsor application. The site will be submitted once the Sponsor application is submitted to ADE.

Hint!

Can I save my Site applications and work on them at a later time?

- Yes. Users should click the "Save" button at the bottom of Site application. The application will show a "Pending Submission" status.

  ⊟ Associated Sites (4)

  AOC-Apache County Juvenile Detention Center (21-10-11-001)

  Pending Submission

- If the status shows "Waiting for Sponsor Application", the user has submitted the Site application and can no longer make edits. If you have submitted a Site application and still need to make changes, please contact your School Nutrition Programs Specialist.

  ⊟ Associated Sites (4)
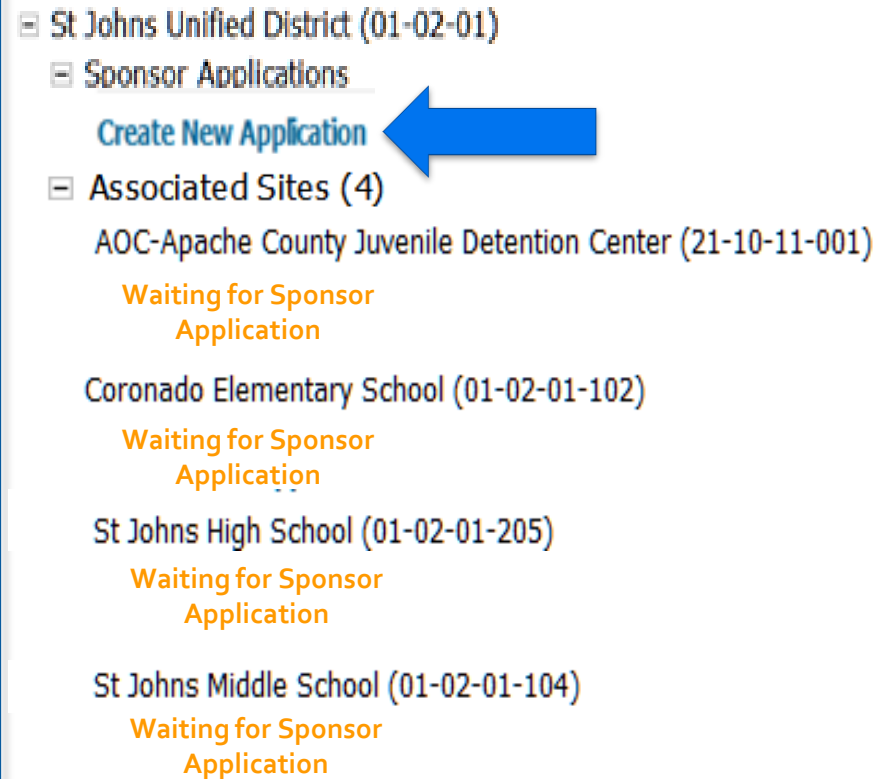
  AOC-Apache County Juvenile Detention Center (21-10-11-001)

  Waiting for Sponsor Application

Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
6. **Click "Create New Application" under the Sponsor**
7. Answer all fields and submit

6. Once all Site applications are "Waiting for Sponsor Application", create a Sponsor application by clicking Create New Application under the Sponsor name.

Submitting Applications

1. Click "Applications" on CNP Web Home Screen
2. Select Program Year
3. Click "Create New Application" under the selected site
4. Answer all fields and submit
5. Repeat for all sites
6. Click "Create New Application" under the Sponsor
7. **Answer all fields and submit**

7. Type directly into all fields and click [Submit].

Arizona Department of Education
Child Nutrition Program

NSLP | SFSP | ADE Home

National School Lunch Program - NSLP

Applications | Claims | CNP Overview   You are logged in as 17

Applications
Sponsor Application
You are in NSLP Home > Applications Index > Sponsor Application

Complete and submit this form after submitting your site applications to ADE.
The ➡ indicates boxes that must contain information before you click the Submit button. The * indicates

St. John the Evangelist
(10-20-04)
For assistance, contact your Program Specialist. Your Program Specialist is Jennifer DiBenedetto Tele

1a. District Superintendent Contact

First Name:	➡	Brian
Last Name:	➡	Hollembeak
Title:	➡	Principal
E-Mail Address:	➡	
Phone:	➡	
Fax:		___ - ___ - ___ Ext.

1b. School Food Authority Contact

First Name:	➡	John
Last Name:	➡	Hauser
Title:	➡	Food Service Director
E-Mail Address:	➡	
Phone:	➡	
Fax:		

If the LEA operated in NSLP last program year, some of the fields will carryover that information. Please be sure all information entered is accurate for this program year.

When you get to the end of the application, you will have a series of options.

Save | Submit | Delete | Cancel

- Click **Save** if you wish to save what has been updated and want to access it later
- Click **Submit** if all fields have been updated and are ready for ADE to review.

Success!

You have successfully submitted Site and Sponsor applications in CNP Web.
A new webpage will load. Your statuses should match below.

- St Johns Unified District (01-02-01)
  - Sponsor Applications (1)
    - **Submitted to ADE**
  - Associated Sites (4)
    - AOC-Apache County Juvenile Detention Center (21-10-11-001)
      - **Not-Reviewed**
    - Coronado Elementary School (01-02-01-102)
      - **Not-Reviewed**
    - St Johns High School (01-02-01-205)
      - **Not-Reviewed**
    - St Johns Middle School (01-02-01-104)
      - **Not-Reviewed**

Submitted to ADE
This means the Sponsor application has been submitted to ADE.

Not-Reviewed
This means all site applications have been submitted to ADE.

Comprehension Check

True or False:

You must first submit your Sponsor application, then all of your site applications.

A. True

B. False

Comprehension Check

True or False:

You must first submit your Sponsor application, then all of your Site applications.

A. True

B. **False**

You must first submit all of your Site applications first. Once your Site applications are in "Not Reviewed" status, you will want to complete and submit the Sponsor application. If you submit the Sponsor application first, site applications cannot be submitted. ADE will need to reject your Sponsor application so that you can correctly complete the steps in slides 30-36.

Checklist Items

Checklist Items

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	August 2014	View Checklist

Some LEAs may need to submit items to ADE. Potential Checklist Items could be:

- Catering Contract

- Food Service Management Company Contract

- 501c3

- Customized Household application

View Checklist

Click this button to find out if you have any additional documents to complete and submit to ADE-Health & Nutrition. Your application will not be approved until all documents are received by ADE.

Checklist Items

Once all checklist items (if any) have been submitted and approved by ADE, the checklist items will be checked off in CNP Web.

Success!

Site and Sponsor applications are now approved in CNP Web.

A new webpage will load. Your statuses should match below.

St Johns Unified District (01-02-01)

Sponsor Applications (1)

Reminder: When submitting applications, you must submit all your site applications before submitting your spo

Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	August 2014	View Checklist

Create New Application

Associated Sites (4)

AOC-Apache County Juvenile Detention Center (21-10-11-001)

Action	Revision	Status	Effective Date
View	Original	Approved	August 2014

Create New Application

Coronado Elementary School (01-02-01-102)

Action	Revision	Status	Effective Date
View	Original	Approved	August 2014

Create New Application

St Johns High School (01-02-01-205)

Action	Revision	Status	Effective Date
View	Original	Approved	August 2014

Approved

This means the Sponsor and Site applications have been approved by ADE.